



Department of

**Veterans Services**

## VetraSpec: How to use My Tasks

HOME

ADD

REPORTS

Today is: Feb. 04, 2020

### PENDING ISSUES

Review by:

11-25-19 - [REDACTED]

12-23-19 - [REDACTED]

01-02-20 - [REDACTED]

01-03-20 - [REDACTED]

[See all my veterans](#)

### CLAIMS OFFICE SCANNED DOCUMENTS REPORT

For:

State/Claims Office will see documents for the entire state unless a county is specified above..

from:

to:

CLAIMS

DIRECT SUBMIT STATUS

MY CALENDAR

RESOURCES

### Search for a Veteran

Enter all or part of any of the following:

SSN:

(XXX-XX-XXXX)

Last name:

First name:

VA claim number:

Step 1: Look up veteran as you normally would

Percent sign = wildcard.  
Examples:

A% in the last name field will return all vets whose last name begins with A.

And% in the last name field will return all vets whose last name starts with And (Andrews, Anderson...)

%1234 in the SSN field will return all SSN's that end in 1234.

HOME

SEARCH

ADD

RESOURCES

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CALENDAR

MY TASKS

MY VETS

4 records found in the database.

PHOTO	NAME	SOCIAL SECURITY NUMBER	DATE OF BIRTH	VA CLAIM #
No Photo	<a href="#">Mouse, Mickey</a>	789-56-1234	Nov. 18, 1928	
No Photo	[REDACTED]	[REDACTED]	[REDACTED]	
No Photo	[REDACTED]	[REDACTED]	[REDACTED]	
No Photo	[REDACTED]	[REDACTED]	[REDACTED]	

**Step 2:** Select your veterans profile

## QUICK OVERVIEW OF THIS VETERAN RECORD

HOME	SEARCH	ADD	RESOURCES	DOCUMENTS	REPORTS	FORMS	CALENDAR	MY TASKS					
QUICK OVERVIEW	MORE DETAILS	MILITARY SERVICE	CURRENT RATINGS	PENDING ISSUES	FINANCIAL ASSISTANCE	PAYMENTS	DEPENDENTS	COMMUNICATION	RECORDS	FINANCIALS	PACKAGE A CLAIM	MY VETS	DIRECT SUBMIT

**Step 3:** Select My Tasks while in veterans profile

NAME: Mouse, Mickey      SSN: 789-56-1234      DOB: Nov. 18, 1928      VA CLAIM #:      POA: Tennessee Department of Veterans Services

[EDIT](#) **DEMOGRAPHICS OVERVIEW**

No Photo Uploaded Yet

**ADDRESS:** 105 Town Square  
**CITY:** Disney Land  
**STATE:** FL  
**ZIP:** 32830  
**DAYTIME PHONE:** (407) 939-5277  
**EVENING PHONE:** (407) 939-5277  
**CELL:** (407) 939-5277  
**EMAIL:** micky.mouse@dw.com

**MEDICAL INFORMATION:**

**NOTES:**

**CSO:** [REDACTED]

**CLAIMS OFFICE PERSON:**

**LAST COMMUNICATION:** Date: 05-22-2017 Entered by [REDACTED]  
 edit...test of phone radial button

**PENDING ISSUES OVERVIEW** [ADD](#)

**NONE**

**CURRENT RATINGS HELD OVERVIEW** [ADD](#)

Combined rating: 0 %

**NONE**

HOME SEARCH ADD RESOURCES DOCUMENTS REPORTS FORMS CALENDAR **MY TASKS**

QUICK OVERVIEW MORE DETAILS MILITARY SERVICE CURRENT RATINGS PENDING ISSUES FINANCIAL ASSISTANCE PAYMENTS DEPENDENTS COMMUNICATION RECORDS FINANCIALS PACKAGE A CLAIM MY VETS DIRECT SUBMIT

NAME: Mouse, Mickey SSN: 789-56-1234 DOB: Nov. 18, 1928 VA CLAIM #: POA: Tennessee Department of Veterans Services

MY CALENDAR

RESOURCES

LIST ALL MY VETS

MY TASKS

ADD A TASK

TASK:

REVIEW BY: Month Day 2020

Add

Step 4: Add a task to remind you of a future follow-up

TASKS DUE (SHOWING THE LAST 10 RECORDS ENTERED)

[SHOW ALL](#)

DUE DATE	VETERAN NAME / TASK	MARK COMPLETED
Jan. 03, 2020	[REDACTED]	
Jan. 02, 2020	[REDACTED]	
Dec. 23, 2019	[REDACTED]	
Nov. 25, 2019	[REDACTED]	

COMPLETED TASKS: (SHOWING THE LAST 10 RECORDS)

[SHOW ALL](#)

DUE DATE	VETERAN NAME / TASK	ACTION
May. 03, 2018	[REDACTED]	
May. 01, 2018	[REDACTED]	
May. 01, 2018	[REDACTED]	
May. 01, 2018	[REDACTED]	
Apr. 30, 2018	[REDACTED]	
Apr. 30, 2018	[REDACTED]	

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NAME: Mouse, Mickey    SSN: 789-56-1234    DOB: Nov. 18, 1928    VA CLAIM # [REDACTED]    Department of Veterans Services

[MY CALENDAR](#)  
[RESOURCES](#)  
[LIST ALL MY VETS](#)

### MY TASKS

#### ADD A TASK

**TASK:**

**REVIEW BY:**

**Step 5:** In this case to follow up on spouses DIC claim

Ensure to put a follow up date you would be reminded of and click "Add".

**TASKS DUE (SHOWING THE LAST 10 RECORDS ENTERED)** [SHOW ALL](#)

DUE DATE	VETERAN NAME / TASK	MARK COMPLETED
Jan. 03, 2020	[REDACTED]	<input type="button" value="Mark Completed"/>
Jan. 02, 2020	[REDACTED]	<input type="button" value="Mark Completed"/>
Dec. 23, 2019	[REDACTED]	<input type="button" value="Mark Completed"/>
Nov. 25, 2019	[REDACTED]	<input type="button" value="Mark Completed"/>

**COMPLETED TASKS: (SHOWING THE LAST 10 RECORDS)** [SHOW ALL](#)

DUE DATE	VETERAN NAME / TASK	ACTION
May. 03, 2018	[REDACTED]	<a href="#">Delete</a>
May. 01, 2018	[REDACTED]	<a href="#">Delete</a>
May. 01, 2018	[REDACTED]	<a href="#">Delete</a>
May. 01, 2018	[REDACTED]	<a href="#">Delete</a>
Apr. 30, 2018	[REDACTED]	<a href="#">Delete</a>
Apr. 30, 2018	[REDACTED]	<a href="#">Delete</a>

HOME SEARCH ADD RESOURCES DOCUMENTS REPORTS FORMS CALENDAR **MY TASKS**

QUICK OVERVIEW MORE DETAILS MILITARY SERVICE CURRENT RATINGS PENDING ISSUES FINANCIAL ASSISTANCE PAYMENTS DEPENDENTS COMMUNICATION RECORDS FINANCIALS PACKAGE A CLAIM MY VETS DIRECT SUBMIT

NAME: Mouse, Mickey SSN: 789-56-1234 DOB: Nov. 18, 1928 VA CLAIM #: POA: Tennessee Department of Veterans Services

MY CALENDAR

RESOURCES

LIST ALL MY VETS

MY TASKS

ADD A TASK

TASK:

REVIEW BY: Month  Day  2020

Add

TASKS DUE (SHOWING THE LAST 10 RECORDS ENTERED)

[SHOW ALL](#)

DUE DATE	VETERAN NAME / TASK	MARK COMPLETED
Feb. 15, 2020	<a href="#">Mickey Mouse</a> - Minnie DIC Claim	Mark Completed
Jan. 03, 2020	[REDACTED]	Mark Completed
Jan. 02, 2020	[REDACTED]	Mark Completed
Dec. 23, 2019	[REDACTED]	Mark Completed
Nov. 25, 2019	[REDACTED]	Mark Completed

COMPLETED TASKS: (SHOWING THE LAST 10 RECORDS)

[SHOW ALL](#)

DUE DATE	VETERAN NAME / TASK	ACTION
May. 03, 2018	[REDACTED]	<a href="#">Delete</a>
May. 01, 2018	[REDACTED]	<a href="#">Delete</a>
May. 01, 2018	[REDACTED]	<a href="#">Delete</a>
May. 01, 2018	[REDACTED]	<a href="#">Delete</a>
Apr. 30, 2018	[REDACTED]	<a href="#">Delete</a>

Step 6: The task has been entered and dated for follow-up for February 15, 2020



When the task is completed it will be added to completed tasks.



### PENDING ISSUES

Review by	[REDACTED]
11-25-19	[REDACTED]
12-23-19	[REDACTED]
01-02-20	[REDACTED]
01-03-20	[REDACTED]
02-15-20	<a href="#">Mickey Mouse</a>

[See all my veterans](#)

In the search screen, the veteran will be visible with the task suspense date. Click on the veterans name and it will bring you directly to the veterans file. Note: The suspense date will not popup reminders.

### Search for a Veteran

Enter all or part of any of the following:

SSN:

 (XXX-XX-XXXX)

Last name:

First name:

VA claim number:

Search

### CLAIMS OFFICE SCANNED DOCUMENTS REPORT

For:

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### CLAIMS

### DIRECT SUBMIT STATUS

### MY CALENDAR

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- [PACKAGE A CLAIM](#)
- [MY VETS](#)
- [DIRECT SUBMIT](#)

Short cut to the veterans file



**NAME:** Mouse, Mickey      **SSN:** 789-56-1234      **DOB:** Nov. 18, 1928      **VA CLAIM #:**      **POA:** Tennessee Department of Veterans Services

[EDIT](#) **DEMOGRAPHICS OVERVIEW**

No Photo Uploaded Yet

**ADDRESS:** 105 Town Square

**CITY:** Disney Land

**STATE:** FL

**ZIP:** 32830

**DAYTIME PHONE:** (407) 939-5277

**EVENING PHONE:** (407) 939-5277

**CELL:** (407) 939-5277

**EMAIL:** micky.mouse@dw.com

**MEDICAL INFORMATION:**

**NOTES:**

**CSO:** Danny Scarborough-Crockett

**CLAIMS OFFICE PERSON:**

**LAST COMMUNICATION:** **Date:** 05-22-2017  
**Entered by:** Travis Murphy  
 edit...test of phone radial button

**PENDING ISSUES OVERVIEW** [ADD](#)

NONE

**CURRENT RATINGS HELD OVERVIEW** [ADD](#)

**Combined rating:** 0 %

NONE